

Report for Week Ending 21 March 1956  
from  
PROJECT STAFF

Projects 4-96, 5-59, 5-60, 5-68

No change from previous report.

Project 4-83 - Vital Materials Deposit Schedule for all Offices

25X1A9a In attempting to complete the ORR VM deposit schedules, meetings were held with Mr. [REDACTED] of ORR/PI and Mr. [REDACTED] ORR/Geographic. Both will provide us with the necessary information for establishing schedules. 25X1A9a

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the Insurance records in the Office of Personnel will commence today. These files are in constant use and filming must be limited to the hours of 8:30 - 10:30 and 2:30 - 5:00.

Microfilming of Vital Materials in OSI began today.

General Information

25X1A9a

Mr. [REDACTED] of OBI has requested our assistance in overcoming the logging problem which developed with the procedure change that eliminated the card attached to intelligence material regularly distributed through out the agency. This card identified the document and was usually detached and filed as the log.

25X1A9a

Mr. [REDACTED] has reviewed the filing system installed for the Building Planning Staff last November. The system is working satisfactorily and the only recommendation at this time concerns higher control of material withdrawn from files. TIGHTER

25X1A9a

Mr. [REDACTED] of ORR accompanied by Mr. [REDACTED] OCR, visited the repository. The purpose of this trip was to test the availability of records in the repository. Dr. [REDACTED] requested two (2) issues of a publication contained in the IPI collection, but a search of this file failed to produce the reports. A check by Mr. [REDACTED] with headquarters disclosed that these had never been deposited. Further, in attempting to locate some reports contained in the Library film document file it was discovered that the intellofax cards had been interpreted improperly. Mr. [REDACTED] will correct this.

25X1A9a

25X1A9a

Written authority was received from Mr. [REDACTED] OCR/BR for the destruction of the 901,000 IBM cards in the VM Repository. Mr. [REDACTED] has withdrawn all these from file and will destroy them as time permits.

25X1A9a

25X1A9a

